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### 1. Purpose

*The purpose of this procedure is to ensure that only authorised personnel have entry into Restricted Access Areas.*

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### 2. Scope

This procedure applies to all Council workplaces and areas which have restricted access.

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### 3. References

1. Occupational Health and Safety Act 2004
2. Occupational Health and Safety Dangerous Goods Act 1985.
3. Occupational Health and Safety Dangerous Goods (Storage and Handling) Regulations 1989.
4. Code of Practice – Dangerous Goods Storage and Handling (no. 27 -2000)

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### 4. Responsibilities

#### Managers/Supervisors

Managers/Supervisors shall ensure that:

- They have a list of workplaces or areas to which access is restricted;
- They have a list of all **Authorised Staff** who have been issued with keys;
- All **Authorised Staff** who have keys lock all restricted access areas after use;
- Keys to restricted access areas are not labelled in a way which will easily identify the area; and
- All visitors must sign in and be escorted to the area they are visiting.

#### Employees

Employees must ensure that all appropriate security procedures are to be carried out in accordance with the Council's requirements.

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### 5. Method

#### 5.1. Identify Restricted Areas

For all **Restricted Areas**, the Manager/Supervisor must conduct a **Site Inspection** and identify specific areas or items that require access restrictions (eg. plant rooms, hazardous goods storage areas, items of plant etc.) and record all relevant details on the **Site Security Register** (Refer to Attachment 1).



### **5.2. Identify Access Controls**

Record specific control methods to restrict the entry of unauthorised people. Examples of security measures include:

- Signs;
- Gates and fences;
- Locking doors;
- Alarms;
- Security patrols; and
- Locking plant.

### **5.3. Assign Responsibility**

The Manager/Supervisor must assign responsibility to an employee to ensure specific areas are secure.

Employees responsible for securing Council property shall be notified of their areas of responsibility.

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## **6. Related Documents**

Nil

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## **7. Attachments**

1. Site Security Register.

